Tom Horne
Superintendent of
Public Instruction

Memorandum

TO: Superintendents, Charter Holders, and Special Education Directors   **SPED 10-02**

FROM: Colette Chapman, Deputy Associate Superintendent
            Exceptional Student Services/Arizona Department of Education

DATE: March 12, 2010

SUBJECT: **Alternate Assessments UPDATE**

AIMS A Deadline

AIMS A must be administered to all eligible students by March 31, 2010. On March 31, 2010, the AIMS A online system will close and teachers will no longer be able to access the test. Districts **will not** be able to add students to the AIMS A systems after the March deadline. To ensure that the students in your district who are eligible were assessed with AIMS A, check the students' status by logging on to Common Logon and select "Student Status Report."

SAIS Errors

Districts of Residence (DOR) are responsible to ensure that their students' information is in the SAIS database. Districts of attendance and private schools that have DORs' permission to administer AIMS A to eligible students will not be able to complete this process if an error persists in SAIS.

Final Verification

The final verification process begins April 1, 2010 and ends April 15, 2010. Attached is the final verification document to assist in completing the verification process. During this process, students **should not** be added to the system. There may be unforeseen circumstances that require the administration of AIMS A during this period; however, this must be approved by Leila Williams, Ph. D.

Student Reports

Student reports for parents and district records will be mailed directly to the district special education administrator. Reports will be available for students who were assessed by **March 31, 2010** and their data was verified by **April 15, 2010, only**. The administrator may select "Student Status Report" to identify students who will not receive a Student Report.

 If you have any questions, contact Leila Williams, Ph.D, at 602.364.2811 or email at
 Leila.Williams@azed.gov.